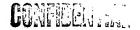
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Office Memorandum • UNITED STATES GOVERNMENT

TO :	Chief, Intelligence School	DA	TE: 19 November	1957
FROM :	Chief, Clerical Training			25 X 1
SUBJECT:	Report Number 47, Week of 12 - 18 No	vember, 1957		25X1
				25 X 1
	1. Numbers in Clerical Inducti 12 November there were people in these were entering for the first	Clerical Inducti	ring the week of on Training. (?) f
	2. <u>Numbers in Clerical Orienta</u> in Clerical Orientation for the week	tion Training. Tof 12 November.	here were pe	25X1
	3. Results of Official Agency Induction. The results of the tests duty employees for the week of 12 No	administered to	the entrance-or	1
		Tested	Qualified	25X′
	Shorthand Typewriting			25X1
4. <u>Clerical Refresher Training Program 74 Begins New Term.</u> Clerical Refresher Training Classes started on Monday, 18 November 195 with students enrolled. An additional students were rejected because of insufficient skills. The components are represented as fol				1957,
	DDP, DDI, DD	5,	25X1	25X1
	typewriters in our training area conscheduling employees for typing class started, we were not able to accommod specific training on these machines. celled by their offices when the infetypewriters were available for their 6. Request From IAS for Longer	tinues to be an ses. In the predate at least Of these, ormation was recuse.	impediment in sent program ju students who people were called that only	st needed an- manual LEGIB
	6. Request From IAS for Longer Because of the Agency freeze in fill: Office of Personnel is holding a large have been in training, both Induction assignments are not currently available.	ing job vacancies ge number of cles n and Orientation	s, the IAS of the	he who

25X1



Pending the lifting of the freeze, IAS has asked Clerical Induction to keep in shorthand and/or typewriting classes for a longer period the other fully cleared but unqualified people. Under the present circumstances, these cleared people, if sent through Orientation, would have to remain in IAS indefinitely waiting for Agency assignment. CIT has agreed to keep the unqualified typists and stenographers on this basis, with the understanding that there be a weekly review of the workload of the instructors.

At the present time, the number of employees entering on duty with the Agency has been very much reduced. One reason for this lessening in numbers is that the policy now in effect in Personnel is to bring in only cleared clerical personnel. As a result, many and large skills classes in CIT are no longer necessary for the new people. Therefore, it is possible to give this time to the people who would be unassigned after Orientation and whose morale would be affected by a prolonged stay in IAS without further opportunity to meet Agency skills standards.

The new policy of the Office of Personnel now in effect, to bring in only fully cleared clericals, will also change the length of time many individuals will remain in CIT in the future. Until now, a provisional employee could well have spent eight or ten weeks in class prior to receiving full clearance.

The first proposal made by IAS to Clerical Training was that upon full clearance and after a "fair" number of weeks in Training, the clericals be sent to Orientation and then returned to CIT for additional training until assignments for them were available. This proposal was rejected by CIT, but the problem was resolved by agreeing upon the procedure of keeping the unqualified typists and/or stenographers for a longer period of training prior to their going to Orientation.

If necessary, this explanation will serve at some future date to account for the presence of individuals in CIT classes for a number of weeks beyond the usual normal attendance period.

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